

Proposed Charter Amendments

August 2012

1. Amend 7.2 by deleting (a) (4), (13), and (14) and renumber the listings in (a).
2. Amend 7.2 by adding a new © and re-lettering the remainder. The new letter © would read:

© City Coordinator.

(1) **Function.** The City Coordinator shall be the chief administrative officer of the city. The Finance department including the Budget officer and Purchasing director; the operations of the Convention Center; all City public information and neighborhood services; Human Resources including the staffing of the Civil Service Commission; Inspections of homes and businesses except that which is done by the Fire department; all City Licenses; and any other administrative services not covered by other departments of the City will be the responsibility of the City Coordinator. The City Coordinator will staff the Executive Committee. The City Coordinator may have such subordinate personnel as may be authorized by law or ordinance.

3. Amend 7.2 by moving old letter (f) and placing the language in new letter © (2). This old language would then follow © City Coordinator., (1) Function. (2) Purchasing.

4. Amend 7.2 by deleting (a) (2) and renumbering the remaining numbers. Amend 4.2 City Council Organization by adding a new letter (e). The new letter (e) would read as follows:

(e) Staffing for the Council. A City Clerk, elected only by the Council and not subjected to 8.4(b), shall be responsible for providing staff to the Council and taking the minutes of Council and Council Committee meetings. The City Clerk shall, administering oaths and affirmations, keep the corporate seal and all the papers and records of the City including the proceedings of the Council and shall see that all ordinances of the City are quickly codified. A complete codification of ordinances shall take place at least once every five years. The City Clerk shall provide for elections in the City of all public offices excluding Special School District No. 1 elections unless authorized by the elected members of Special School District No. 1 and shall perform such other duties as requested by the Council. The City Clerk may have such subordinate personnel as may be authorized by law or ordinance, subject to confirmation by the Council.

5. Amend 7.2 by adding a new (d) and re-lettering the remainder. The new letter (d) would read:

(d) City Assessor

(1) Function. The City Assessor shall assess properties in the City as provided by state law and local ordinances and shall provide assistance to the Board of Equalization as required by law or as needed. The City Assessor may have such subordinate personnel as may be authorized by law or ordinance.

6. Amend 7.2 the new re-lettered (f). Add to the title "**and Civil Rights Department**". Add a new section (3) to read as follows:

(3) Function of the Civil Rights Department. The Civil Rights Department and its director shall staff the Civil Rights Commission, shall investigate complaints brought to their attention and shall carry out the directives of the Civil Rights Commission. The director of the department may have such subordinate personnel as may be authorized by law or ordinance.

7. Amend 7.2 by adding to the new re-lettered (g) a new (6). The new letter (6) would read as follows:

(6) Director of the Department of Community Planning and Economic Development.

(A) Function. The director of the department of Community Planning and Economic Development shall be responsible for staffing the City 's Planning Commission, staffing and implementing the City's comprehensive plan, reviewing and updating the comprehensive plan and the City's zoning ordinances in accordance with state law and City ordinances and shall keep all records of variances, plats and re-plating of the City. The director shall also implement economic development within the city. The director of the department may have such subordinate personnel as authorized by law or ordinance.

8. Amend 7.2 by adding a new letter (h). The new (h) would read:

(h) Health Department.

(1) The Health Commissioner is the director of the Health Department. It is the Commissioner and the department's responsibility to promote and preserve the public health of the City. The department may enforce all sanitary and public health laws of the State of Minnesota and applicable City ordinances, and inspect, working with the Inspections in the City Coordinator's office and issue orders for unsanitary conditions or in situations where the public health is jeopardized. The Commissioner may subordinate personnel as may be authorized by law or ordinance.

9. Amend 7.2 by adding a new letter (i). The new letter (i) would read:

(i) Public Works Department.

(1) The director of the Public Works Department and the department are responsible for construction and management of the City's public streets, curbs, bridges, sidewalks and alleys; street lighting, traffic control, sewers and water, and trash removal. The construction or repairing of City buildings and other public assets are the responsibility of the department unless determined otherwise by the Council. The director may have such subordinate personnel as may be authorized by law or ordinance.

10. Amend 7.2 by adding to new letter (g), Planning commission, a new (5). The new (5) would read as follows:

(5) **Conflict of interest.** The Planning commission shall not consider matters in which the Planning commissioners have a direct or indirect financial interest.

11. Amend 8.5, (b), (1), (A), as follows:

(A) each employee of the Commission, except its director: and

12. Amend 8.5 by adding a new (f) and re-lettering the remainder. The new (f) would read as follows:

(f) **Commission Staff.** The City Coordinator shall ensure staff assistance and support for the Commission to administer the Civil Service programs. The director of the staff shall be the same person that the City Coordinator has appointed to administer Human Resources for the City.